

# PRIME APPLICATION

**For Office Use ONLY**

Date Received: \_\_\_\_\_

Income Review: \_\_\_\_\_

Employment Reviewed: \_\_\_\_\_

**Approved      or      Denied**

Property Address: \_\_\_\_\_

\_\_\_\_\_

***Please complete all requested information on this form. Thank you for your interest in our company.***

Date of Application: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

I have \$\_\_\_\_\_ to put down today in: Money Orders / Certified Funds / Credit Card (5% surcharge)

## ***PERSONAL INFORMATION***

APPLICANTS FULL NAME: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # : \_\_\_\_\_

Driver's License No. & State: \_\_\_\_\_

CO-APPLICANTS FULL NAME: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # : \_\_\_\_\_

Driver's License No. & State: \_\_\_\_\_

---

Have you or co-applicant ever filed for Bankruptcy?    **YES**   /   **NO**   (Circle One)

Do you have any family or friends that are customers of Prime?    **YES**   /   **NO**   (Circle One)

If so, who? : \_\_\_\_\_

Have you ever rented or leased a Prime house?    **YES**   /   **NO**   (Circle One)

If so, which one? : \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If so, how many? \_\_\_\_\_

What kind of pet, breed, weight and age? \_\_\_\_\_

How did you hear about the property? (newspaper, internet, sign, referral) \_\_\_\_\_

- **APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE APPLICATION FEE AND REQUESTED DOCUMENTS.**
- **YOU MUST BE ABLE TO PROVIDE PROOF OF RENTAL HISTORY PAYMENTS IN THE FORM OF MONEY ORDERS OR CLEARED CHECKS.**
- **YOU MUST HAVE A DEPOSIT IN THE FORM OF MONEY ORDER OR CERTIFIED CHECK FOR US TO HOLD THE PROPERTY IN YOUR NAME UNTIL CLOSING.**

## **RESIDENCE HISTORY**

Revised 7/19 LM

**PRESENT ADDRESS:** \_\_\_\_\_

Dates From: \_\_\_\_\_ to \_\_\_\_\_ Home #: \_\_\_\_\_

Applicant's Cell #: \_\_\_\_\_ Co-Applicant's Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Landlord or Mortgage: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving : \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

Current Landlord or Mortgage: \_\_\_\_\_ Phone #: \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving : \_\_\_\_\_

## **EMPLOYMENT INFORMATION**

**PRESENT EMPLOYER:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

**CO-APPLICANTS EMPLOYER:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

## **\*\*\*\*\* EMERGENCY CONTACT INFORMATION: \*\*\*\*\***

**Parents Contact Info** - Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**Nearest Relative (Not living with you) Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Verified by PFS \_\_\_\_\_



Established 1991

# Prime Financial Services, LLC

Property & Homeowner's Association Management

Sales • Leasing

www.myprimefinancial.net



## RENTAL/EMPLOYMENT VERIFICATION REQUEST FORM

Don Weaver  
Founder and CEO  
drw1220@aol.com

Tammy Moore  
Property Manager in Charge  
Office Manager  
tdmoore@sc.rr.com

Mary Ellen Perretta  
Realtor  
Assistant Manager  
meperretta@gmail.com

Angie Spencer  
Administrative Assistant  
atsprime1@gmail.com

Sabrina Benzin  
HOA Account Specialist  
HOA.sabrinabenzin@yahoo.com

Michelle Miller  
HOA Account Specialist  
mlmiller.hoa@gmail.com

Frances Browder  
Administrative Assistant  
francesbrowder@yahoo.com

Anthony Whites  
Account Services/Collections  
whites\_anthony@yahoo.com

Delaney Provow  
Executive Assistant  
delaney.provow@gmail.com

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

\*\*\*\*\*

### RENTAL VERIFICATION

Current Payment Amount \$ \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Number of late payments within the last twelve months (over 30 days) \_\_\_\_\_

How long at this current address? \_\_\_\_\_

X \_\_\_\_\_

Landlord Signature

Date

### EMPLOYMENT VERIFICATION

Name of Company \_\_\_\_\_ Phne # \_\_\_\_\_

How long employed here? \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

X \_\_\_\_\_

Employer Signature

Date

\*\*\*\*\*

**I hereby authorize Prime Financial Services to verify my past and present employment. I further authorize Prime Financial Services to verify other information, including past and present mortgage and Landlord references.**

SSN# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* For Office Use Only \*\***

Requested By: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Housing % Amt \_\_\_\_\_

(Current Pmt X 1.2)

Income % Amt \_\_\_\_\_

(Monthly Inc. X .30)

*\*Managers initials if exceeds guidelines\**



Equal Housing  
Opportunity

4001 Rosewood Drive  
Post Office Box 50799  
Columbia, South Carolina 29250-0799  
Phone: (803) 790-0093  
Fax: (803) 790-1481

Revised 7/19 LM

## **POWER, WATER/SEWER AND LEGAL RESIDENCY REQUIREMENTS**

Your property will be located at : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Richland County

\_\_\_\_\_ Lexington County

**\*\*Please be advised that prior to signing your lease, YOU must do the following:**

### **Water/Sewer Company:**

- **BEFORE** signing you will need to contact the water company to have water put into your name. You must provide a letter to Prime that water is active and in YOUR name.

### **Power Company:**

- **BEFORE** signing Contact the power company and put in an order to transfer power into your name at your new address.
- Obtain the Address and Service Verification Letter from the power company and provide it with us.

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

## **PRIME FINANCIAL SERVICES**

Property & Homeowner's Association Management

Revised 7/19 LM

**TO NEW PRIME FINANCIAL CUSTOMERS:**

\*\*\* For the convenience, this is a list of company names **YOU**, may have to contact to transfer your utilities into your name depending on your new address.

**WATER:**

- \_\_\_\_\_ 1. City of Columbia..... 803-545-3300
- \_\_\_\_\_ 2. Carolina Water Services – Lexington ..... 1-800-272-1919
- \_\_\_\_\_ 3. West Columbia Water Department ..... 803-791-1880
- \_\_\_\_\_ 4. Richland County Finance ..... 803-576-2099
- \_\_\_\_\_ 5. Town of Lexington Utility Department .....803-359-2434
- \_\_\_\_\_ 6. Lexington Joint Water & Sewer ..... 803-359-8373

**SEWER:**

- \_\_\_\_\_ 1. City of Columbia .....803-545-3300
- \_\_\_\_\_ 2. Midlands Utilities ..... 803-359-4803
- \_\_\_\_\_ 3. Richland County Finance ..... 803-576-2099
- \_\_\_\_\_ 4. Palmetto Utilities ..... 803-699-2422
- \_\_\_\_\_ 5. Carolina Water ..... 1-800-272-1919
- \_\_\_\_\_ 6. East Richland County ..... 803-788-1570

**POWER & GAS:**

- \_\_\_\_\_ 1. SCE&G ..... 1-800-251-7234
- \_\_\_\_\_ 2. Mid-Carolina ..... 803-749-6400

**MAILBOX KEYS** ~ If you have a locking mailbox, YOU must get the key from your local post office.

**\*\*\* YOU MUST HAVE WATER AND SEWER TRANSFERRED INTO YOUR NAME AFTER SIGNING THE LEASE OR IT WILL BE CUT OFF.**

REGIME: Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Established 1991

# Prime

## Financial Services, LLC

Property & Homeowner's Association Management

Sales • Leasing

www.myprimefinancial.net



### RENTAL DEPOSIT AGREEMENT

Don Weaver  
Founder and CEO  
drw1220@aol.com

Tammy Moore  
Property Manager in Charge  
Office Manager  
tdmoore@sc.rr.com

Mary Ellen Perretta  
Realtor  
Assistant Manager  
meperretta@gmail.com

Angie Spencer  
Administrative Assistant  
atsprime1@gmail.com

Sabrina Benzin  
HOA Account Specialist  
HOA.sabrinabenzin@yahoo.com

Michelle Miller  
HOA Account Specialist  
miller.hoa@gmail.com

Frances Browder  
Administrative Assistant  
francesbrowder@yahoo.com

Anthony Whites  
Account Services/Collections  
whites\_anthony@yahoo.com

Delaney Provow  
Executive Assistant  
delaney.provow@gmail.com

I hereby authorize Don Weaver/Prime Financial Services to hold funds on the property located at \_\_\_\_\_,

as deposit. I \_\_\_\_\_ agree to provide all requested items to complete my application within 3 days or my deposit will not be refunded. Requests for a refund must be made in writing within 3 days from the date of this agreement.

**\*Please Note:**

Signings must be no later than 3 weeks from date of initial deposit unless otherwise noted. \_\_\_\_\_ (Initials)

Deposit Date: \_\_\_\_\_ Expected Date of Signing: \_\_\_\_\_

**\*Deposits will be 100% refunded in cases where a credit applications has been denied, unless the applicant provided false information.**

Rental Amount of Property: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Application Fee: \_\_\_\_\_ \*Non-Refundable \* Pet Deposit: \$ \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Payment to Begin On: \_\_\_\_\_

Total Amount Due at Signing \$ \_\_\_\_\_

**I understand Prime Financial Services will do a public index search online in order to verify that no "Rule to Vacate" actions have been filed on me in the past. If the verification reveals that actions have been filed and Prime Financial Services was not made aware of this prior to signing this agreement, a \$250 administrative fee will be taken out of my deposit.**

Renter's Contact Information

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer's Signature \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

APPROVED BY:

Date: \_\_\_\_\_

4001 Rosewood Drive  
Post Office Box 50799  
Columbia, South Carolina 29250-0799  
Phone: (803) 790-0093  
Fax: (803) 790-1481

**\*\* For Office Use Only \*\***  
Completed by:  
\_\_\_\_\_ (initials)

Revised 7/19 LM

